



Guiding New Hampshire's Growth and Development Through Sustainable Practices

Position Announcement

Energy Analyst

AGENCY OVERVIEW

The New Hampshire Office of Energy and Planning (OEP) is an executive level agency of 20 positions. Our mission is to support planning that enhances the State's economic growth while preserving its unique character and natural beauty, and to advocate sound energy policies that encourage the use of cost effective energy efficiency and renewable energy.

OEP provides information, data and guidance to assist decision makers on issues pertaining to development, land protection, energy use and community planning. We guide the State's future growth through public policy development, education, research, and partnership building. OEP manages a vast array of planning and energy programs including Fuel Assistance, Weatherization (both low-income programs), State Energy Program, Floodplain Management, Municipal and Regional Planning Assistance, to name just a few.

JOB SUMMARY

OEP advises the Office of the Governor on energy-related matters, and helps to guide and shape the state's energy policies. The Energy Analyst is a full time, non-classified employee who reports directly to the Administrator of Energy Programs at OEP. The primary duties of the energy analyst will be to collect, analyze and distribute energy data pertinent to New Hampshire. The position will work closely with US Energy Information Administration data, oversee the State Heating and Propane Program, monitor state building energy data, and track renewable energy data. The successful candidate will assist other staff and state agencies in providing data useful to their programs and policy pursuits. The position may also take on additional program management responsibilities from time to time as needed.

RESPONSIBILITIES / ACCOUNTABILITIES

- Collects and analyzes qualitative and quantitative energy-related data and information to guide energy policy decision-making
- Revises and publishes the New Hampshire Energy Facts, a compendium of energy information, consumption and cost data by fuel type and economic sector
- Works closely with State Energy Manager on tracking the energy data from the state buildings
- Prepares and presents energy data, analysis and information for various state study groups. Serves as a liaison to energy-related programs and activities in other state agencies and private sector entities
- Supports other OEP programs and activities, e.g., Weatherization, Fuel Assistance, Planning Conferences, State Development Plan
- Responds to inquiries from public and private entities, the media, and individual consumers, regarding the status of New Hampshire's electricity markets and energy efficiency initiatives
- Advises and participates in energy education programs and activities conducted by external entities
- Monitors energy-related news for potential impacts on NH energy availability and prices
- Maintains records of past energy supplies and prices, as well as background information for energy planning and energy policy consideration
- Maintains and updates information on energy topics, data and prices for OEP Web site

- Assists OEP's Administrator of Energy Programs in reviewing performance of electric and gas utility energy efficiency programs for residential, commercial and industrial ratepayers
- Manages specific energy programs, including the State Heating Oil and Propane Program (SHOPP) as well as other special energy-related programs for which OEP receives funding

KNOWLEDGE, SKILLS AND ABILITIES

- Strong analytic and strategic thinking abilities
- General knowledge of energy industry, market structures, energy efficiency efforts and renewable energy
- Experience working with Energy Information Administration data
- Technical expertise in building technologies and operations
- Strong written, oral, interpersonal skills
- Ability to establish successful working relationships with stakeholders
- Ability to work well both independently and as part of a team
- Ability to handle and effectively prioritize multiple tasks
- Ability to represent the agency effectively in various private and public forums
- Ability to network effectively and to form strategic alliances with other individuals and organizations
- Strong computer skills, including familiarity with Microsoft Office software (Word, Excel, Access, PowerPoint)

MINIMUM QUALIFICATIONS

Position requires at least a bachelor's degree and a master's degree is preferred. Background or education in energy markets, energy efficiency/renewable energy, utility economics, or related field preferred. Personal commitment to efficient energy use and consumer protection desired. Successful track record of continual professional advancement is preferred.

SALARY AND BENEFITS

This is a full-time, non-classified position which serves at the pleasure of the Governor. Salary is based upon experience and qualifications, with a range of \$45,000-\$50,000, along with state employee benefits

TO APPLY

Submit a letter of interest, resume, and NH State Employment Application <http://www.nh.gov/hr/employment.html> to:

Pamela Crook, Fiscal Department
NH Office of Energy and Planning
107 Pleasant Street
Johnson Hall
Concord, NH 03301

Or via electronic mail: pamela.crook@nh.gov